DOCUMENT RESUME

ED 087 160 EC 061 191

TITLE	Florida Instructional Materials Center for the Visually Handicapped: Services and Procedures 1974.
INSTITUTION	Florida Instructional Materials Center for the Visually Handicapped, Tampa.
SPONS AGENCY	Florida State Dept. of Education, Tallahassee. Div of Elementary and Secondary Education.
PUB DATE	74
NOTE	23p.
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	*Exceptional Child Education; *Guidelines; *Instructional Materials Centers; *Visually Handicapped
IDENTIFIERS	*Florida

ABSTRACT

The manual describes the services and procedures offered by the Florida Instructional Materials Center for visually handicapped children and youth. The center is said to be a coordinating unit and resource center for the cataloging, standardizing, production, procurement, storage, and distributation of educational materials needed by visually handicapped students in Florida. The manual provides information on the following topics: who may be served by the center, media requests (large print, braille, recordings), the ordering system (sample order forms are included), tangible apparatus checkout, checkout and renewal for books, when to order, order clarifications, mailing instructions, catalog procedures, account and order information, and registration of children. (DB)

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ED 087160

FLORIDA INSTRUCTIONAL MATERIALS CENTER

for the VISUALLY HANDICAPPED

SERVICES and PROCEDURES

1974

FIMC VH

ED 087160

FLORIDA INSTRUCTIONAL MATERIALS CENTER
for the
VISUALLY HANDICAPPED

SERVICES AND PROCEDURES

1974

* * * * * * * * * * *

The Florida Instructional Materials Center
for the
Visually Handicapped
707 E. Columbus Drive
Tampa, Florida 33602
Phone (813) 223-5331, Ext. 452, 453

"A STATE CENTER FUNDED BY THE FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF ELEMENTARY AND SECONDARY EDUCATION"
Contracted to School Board of Hillsborough County

TABLE OF CONTENTS

Page

Introduction 1

The Center 2

Who May be Served 3

Media Requests (general) 4

Large Print (Large Type) 4

Braille 5

Recordings 7

The Ordering System 8

A. Authorized Designees 8

B. Order Types 8

C. Completing the Book Order Form (new forms) 9

D. Completing the Tangible Apparatus Materials Order Form (standard form-Pink) 11

E. Back Orders and Referrals 12

F. Repair of Tangible Apparatus 12

Tangible Apparatus Checkout 13

Property Control 13

Checkout and Renewal for Books 13

When to Order 14

Order Clarifications 14

Mailing 14

FIMC/VH Catalog Procedures 15

Account and Order Information 15

Registration of Children 16

ATTACHMENTS

BOOK ORDER FORM (New Form) . . . . . A

TANGIBLE APPARATUS MATERIALS ORDER FORM . . . . . B

INTRODUCTION

We welcome you to the second year of services of the Florida Instructional Materials Center for the Visually Handicapped. Our goal is the distribution of needed specialized instructional materials for visually handicapped children and youth with the shortest possible delay. It is our philosophy that these students have a basic right to specialized instructional materials commensurate with those of their sighted peers.

This Handbook is your guide to the services and provides you with detailed procedures that, if followed, will result in a systematic method of materials acquisition. These new procedures will be in effect January 15, 1974 and will be revised periodically. Included for this year is a new form for ordering books. This form is an innovation which requires more time for the ordering party, but one which expedites your order in a more effective manner.

We encourage your comments concerning our services. We sincerely hope the 1974-75 School Year will be a rewarding year for you and the students you serve.

THE CENTER

The Florida Instructional Materials Center for the Visually Handicapped is a service designed as an instructional materials coordinating unit and resource center for the coordination, cataloging, standardizing, production, procurement, storage, and distribution of educational materials needed by visually handicapped students in Florida's public and private schools grades K-12.

The result of legislation enacted by the 1972 Florida Legislature, the bill creating the Center became law July 1, 1972. FIMC/VH is a State Center funded by the Florida Department of Education, Division of Elementary and Secondary Education. The Center operates as a project contracted to the School Board of Hillsborough County, Florida.

The Center officially opened on January 15, 1973 after utilizing the preceding six months for hiring personnel, purchasing necessary equipment and supplies, and developing a practical system to fulfill the outlined objectives.

The Center is located in a 2700 square foot facility at the Hillsborough County Schools' Educational Media Center. The facility houses the Center's nine full-time staff members and provides ample space for offices, work area, and storage.

WHO MAY BE SERVED

A. Public Schools

The Center shall serve any visually handicapped student in Florida's Public Schools in grades K-12, including vocational-technical students. The only criteria is that the grade level may not exceed the twelfth grade. No junior college or upper-level college students may be served by the Center.

B. Private Schools

The Center may serve any visually handicapped student in Florida's Private Schools in grades K-12, including vocational-technical students. This service is restricted, however, to those materials which can be or have been purchased through the Federal Quota Allotment. Florida's Federal Quota Allotment is proportionately divided between public and private schools.

C. Special School Centers

The Center shall serve any visually handicapped student in Florida's Special School Centers in grades K-12, including vocational-technical students. These Centers include residential centers operated by the Department of Health and Rehabilitative Services. They provide educational programs for school aged students. Ages are not a factor providing the student is in the twelfth grade equivalent or below.

D. Other Agencies

Out of State educational agencies and schools can be served when materials and staff time permit. Loans will be provided upon request for the academic year specified. It is hoped that this will be a reciprocal arrangement by which the Center can borrow in the future from such agencies. This service is limited only to those items which are available and shall not include those items which need purchasing. However, the Center will duplicate braille masters into thermoform for cost or exchange of materials depending upon the situation.

MEDIA REQUESTS

The Center provides materials to those eligible for service free of charge. If, due to fund restrictions or otherwise unavailability, the Center is unable to provide the requested item, a referral form will be sent to the ordering party specifying where the material can be obtained.

Primary media areas serviced are large print, braille, recordings, and tangible apparatus.

LARGE PRINT (LARGE TYPE)

Students having a visual impairment, which after the best possible correction does not allow for the reading of regular print, may be able to read print which has been enlarged. The special teacher can determine which print size is suitable for the child.

Prior to ordering such books from the Center, careful attention should be given to the following:

1. What print size is best for the child?

   If the requestee specifies a particular print size (e.g. 14 point) or a range (e.g. 14-16 point) the Center can many times fill such a prescription.

2. Has the original inkprint textbook been reviewed?

   Many primary textbooks are in large print in their regular edition. This type is many times as large as 16 or 18 point and enlargement might not be necessary. Textbooks are available at each district's Textbook Depository for review purposes.

3. Does the subject matter lend itself to tape recording and would a recorded book be satisfactory?

   With the exception of most mathematics, and some science series, many textbooks are "tape compatible". Large print costs the Center up to 26¢ per print page when it is photographically reproduced, but a tape of the same text may only cost a few dollars. The primary consideration is, of course, the child.

The preceding questions and answers hopefully will provide a framework when large print is being considered, but in no way are they aimed at discouraging the proper use of enlarged material.

When a large print book is ordered from the Center, the source may be one of several. Listed below are some of the sources which are utilized by th Editor when attempting to locate a large print book.

1. The Center Stock - a current stock of over 2000 titles is maintained for prompt distribution.

2. The American Printing House for the Blind - many titles are provided by APHB in specially prepared editions and "short run" editions. The distribution delay on these books ranges from 3-8 weeks from the initial request date.

3. Commercial Sources - the Center is prepared to have textbooks enlarged by a photographic process in which each page is microfilmed and subsequently enlarged on paper. Many times you will need to provide the Center with an inkprint copy. When such a request is made, the book will be torn apart for filming and, therefore is not returnable. Generally, large print books which are sourced to a commercial vendor are purchased with State Textbook Funds and, therefore, must be on the current State Adopted Textbook list. Commercial requests result in a 5-8 week delay from your request date.

4. Center Produced - by the fall of 1974 the Center will have equipment for enlarging print. Specifics on the procedure will be forthcoming.

   The Center can also have hand-typed volunteer produced large print books made in certain circumstances.

5. IMRC Sourced - some large print books can be sourced to the Instructional Materials Reference Center at the APHB. When the Editor sources a request to IMRC, the listing may show it is available in another state for either loan or purchase. The delay from your request date varies with the source.

A Special Note: It is worthwhile for the teacher to note that there is no feasible method for reproduction of pictures in textbooks in color or black and white. In the enlargement/reproduction method, the color, contrast and clarity of pictures are severly impaired. It would be inadvisable to request a book that was mostly pictures and few words. On the other hand we strongly advise the use of a regular inkprint edition along with the large print reproduction so that the student can have the use of the standard pictures which are many times quite large.

BRAILLE

Braille is usually an acceptable medium for students unable to read print of any size. Braille textbook availability usually begins at the second grade, therefore, textbooks or reading materials for grades K or 1 are most of the time unavailable.

Prior to ordering such books from the Center, careful attention should be given to the following.

1. Has the original inkprint textbook been reviewed?

   Many primary textbooks consist mainly of pictures and other visual

displays in their regular edition. The teacher may want to carefully review such textbooks to check their compatibility with braille conversion. In addition, the teacher may want to make some editorial suggestions to the Center in case the book has to be done by a volunteer transcriber.

If a proper review is done of the textbook, it may be found that an earlier copyright would be acceptable, thus facilitating a prompt distribution from the Center.

2. Does the subject matter lend itself to tape recording and would a recorded book be satisfactory?

As mentioned before, many textbooks are "tape compatible". A hand-transcribed braille book could result in up to a three month delay from date of order to distribution of needed chapters. The teacher may elect a tape copy as a permanent substitute or as a temporary substitute while awaiting the braille copy. The Center will advise the practicality of such a request based upon current production schedules.

We feel that the teacher is the best judge of what is right for each child. We will attempt to follow the specifications of the teacher when practical.

When a braille book is ordered from the Center, the source may be one of several. Listed below are some of the sources which are utilized by the Editor when attempting to locate a braille book.

1. The Center Stock - a current stock of over 1000 titles is maintained for prompt distribution.

2. The American Printing House for the Blind - many titles are prepared and provided by APHB in specially prepared editions. The distribution delay on these books ranges from 3-8 weeks from the initial request date.

3. Volunteer Produced - upon request, volunteers are prepared to hand-transcribe braille on an emergency basis or on an extended Instructional Materials Project (IMP). Delays on such requests vary depending upon the nature of the request. Such production requires the close cooperation of the teacher, volunteer, and the Center.

4. IMRC Sourced - some braille books can be sourced to the Instructional Materials Reference Center at the APHB. When the Editor sources a request to IMRC, the listing may show it is available for either loan or purchase. The delay from your request date varies with the source.

RECORDINGS

Students who have difficulty reading print and who require enlarged type or braille may be able to use a tape recorded version of a textbook. As mentioned previously, with the exception of some math and science, taped textbooks provide an adequate means for information retrieval. In addition, taped books are more readily available and are inexpensive and portable.

All tapes provided by the Center may be played on either the APHB Sony 105 reel-to-reel recorder, or on the APHB Modified GE-Cassette recorder. Of course, many talking books (discs) are available through the Center from APHB and may be played on APHB talking book reproducers. Full information on such machines is available from the Center or APHB.

It would be extremely helpful to the Center and teacher alike if when placing an order, the alternate medium be specified as tape. This is true, of course, if the primary request was braille or large print.

Prior to ordering taped books careful attention should be given to the following:

1. Textbook/tape compatibility must be closely determined by the teacher with the student in mind.

2. Are there any special requirements as to tracks, speed or tape type?

   Tapes on order from the Center in a reel-to-reel form will come on a 5 or 7 inch reel and are in 2 or 4 track monaural. This is compatible to the APHB Sony 105. Speeds will be either 1 7/8, 3 3/4 or 7½ IPS which is also compatible to the 105.

   Cassettes will be 2 track monaural at speeds of either 15/16 or 1 7/8 IPS which is compatible to the APHB GE-Cassette Recorder. As of this date most other cassette player/recorders do not operate at 15/16 IPS as does the APHB GE.

When a tape recorded book or a talking book is requested from the Center, the Editor may elect to choose one of the following sources.

1. Center Stock - the Center is beginning to amass a master stock of recorded textbooks. If the request is sourced to this master stock the copy can be made to your custom specifications.

2. The American Printing House for the Blind - APHB offers many titles on talking book and tape. The distribution delay is the usual 3-8 weeks from date of request.

3. IMRC Source - the Instructional Materials Reference Center at APHB offers the widest selection of tapes and records with listings from every available source in the U.S. These tapes or records will be either borrowed or purchased for you. Distribution delay varies with source.

4. RFB - Recording for the Blind offer many tapes to students free of charge. If the Editor sources to RFB, a referral form will be sent to you specifically stating how you may obtain the tape. FIMC does not request tapes for you from RFB since RFB prefers to deal directly with the student or teacher and student.

5. Talking Book Library - if a book is sourced to the Talking Book Library, the Center will send to you, along with a referral, an application form for the student. The form should be filled out (only once) and returned to the Talking Book Library so the student will be eligible for services.

A Special Note: The Center encourages the use of recorded textbooks and materials since the distribution time and initial cost is quite small. This medium allows the totally blind and partially sighted students alike the portability of use in the classroom and at home.

Cassettes, reels, and records provided by the Center will be packed in case or album form and will be numbered for easy use.

THE ORDERING SYSTEM

A. Authorized Designees

District Directors, Coordinators of Exceptional Student Education or Headmaster/Principals (at private schools only) are the primary authorized persons for requesting materials from FIMC/VH. If an order is placed to FIMC, this person's signature (not printed or typewritten) must appear in the space on each order marked "Authorized Person".

If the Director or Coordinator elects to have an employee or employees (teacher, etc.) become his or her authorized designee, he or she must submit, in writing, the appropriate name(s) to the Center. When such designation is received at the Center, those person's signatures will be honored as will the Director's. If, however, the names do not appear on file at FIMC, the order will be returned to the Director. If the Director elects to be the sole authorized person, no letter is required since this is automatic.

The purpose in requesting an authorized signature is two-fold: 1) it provides for strict or flexible control of requested materials in the county itself - depending on the desire of the Director - where a selected person or group of persons is constantly aware of the needs vs. requests. 2) it enables the Center to contact the authorized person if any problems arise with an order.

B. Order Types

The Center utilizes two basic order forms for requesting materials:

BOOK ORDER FORM

and

TANGIBLE APPARATUS MATERIALS ORDER FORM

The following types of materials should be requested on the BOOK ORDER FORM:

1. Braille texts and supplementary books
2. Large print texts and supplementary books
3. Recorded texts and supplementary books
4. Atlases and atlases to accompany texts

The following types of materials should be requested on the TANGIBLE APPARATUS MATERIALS ORDER FORM:

1. All tangible aids, materials, equipment appearing in the APHB catalog of tangible aids or described as tangible aids by APHB.
2. Maps in braille, L.T. and Inkprint. (Atlases go on Book Order Forms)
3. All tests and test related items including inkprint directions
4. Repair of APHB equipment

C. Completing the Book Order Form (new forms)

The following information should be included on the BOOK ORDER FORM (see attachment A): NO CARBON IS REQUIRED! PLEASE PRINT WITH BALLPOINT PEN OR TYPE!

1. Place the date on the top heavy black line on the left side.

2. "From County" - your county's name.

3. "Your Reference # " - any reference number which proves helpful to you or leave blank.

4. "Authorized Person" - an actual signature or stamp of the authorized person on file at FIMC/VH. If a stamp is used, it is only necessary to stamp the top (white) copy.

5. "Address" - an address where the authorized person may be contacted.

6. "Phone" - telephone number where authorized person can be reached if necessary.

7. "For Student (name)" - please give the full name of the student for whom the material is to be used.

8. "Ship to (name)" - the teacher to whom the material is to be sent or if same as authorized designee - write SAME AS ABOVE. (BOOKS SHOULD NEVER BE SENT DIRECTLY TO STUDENT).

9. "Address" - where the materials should be sent - include zip code, please.

10. "Do Not Write Below" - for FIMC/VH only.

11. FIMC REFERENCE number appears as a 5 digit number in the heavy black box on the right top. Please do not alter this number. Use it when referring to your order.

12. "Book Title" - a complete and accurate title of the book.

13. "Series Title" - the series title of the book, if available.

14. "Author(s)" - list all known authors or primary author and et al.

15. "Publisher" - name of publishing company.

16. "copyright" - the exact copyright date of the book you want.

17. "Will You Accept Alternate Copyright?" - answer "yes" or "no" and if there is a special alternate date you will accept, place it to right of your response.

18. "Subject" - math, lang., arts, chemistry, etc.

19. "Grade" - grade level of material or - if not available - grade level of student.

20. "Book Needed From _____" - the date the book is needed - for instance: Sept., 1974, ASAP (as soon as possible), etc.

21. "To" - the last date the book will be needed. This date may not exceed June 15 of the end of the school year needed (see renewal).

22. "Medium Requested" - check only one for your first request. Recordings may be specified by preference. If not specified the most readily available will be sent.

23. "If Book is not available in requested medium, will you accept an alternate medium?" - "yes" or "no" answer. Please consider recordings as an alternate if at all possible.

24. "Special Instructions" - if you have a special request please use this space to explain. Use a sheet of paper if insufficient space is provided here.

A Special Note: Please use one form for one book. If multiple copies of a title are required, individual forms must be completed. In other words, please don't show quantity. Please complete all information on each form to insure satisfaction of your request.

We realize that this system requires more additional writing than was previously required. The new system will, however, provide for a more efficient sourcing operation at the Center and lessen the time from request to distribution. We will appreciate your complete cooperation.

After you complete the Form - tear the last sheet (gold) and retain it for your files. This information will prove valuable if questions arise or when the books arrive and you must distribute them.

Send to the Center the three remaining copies (white, yellow, and pink).

D. Completing the TANGIBLE APPARATUS MATERIALS ORDER FORM (standard form PINK)

The following information should be included on the TANGIBLE APPARATUS MATERIALS ORDER FORM (see attachment B):

1. *"Director of Special Education" - Director in your district. This information is not necessary.*

2. *"Authorized Person Making Request" - the actual signature or stamp of the authorized person appearing on file at the Center.*

3. *"Address" - the address of same authorized person.*

4. *"Telephone Number" - the telephone number at which authorized person may be contacted if necessary.*

5. *"FIMC Order Number" - a 5 digit number appears in the upper right hand corner of the order. This is the FIMC ORDER NUMBER and should be noted by the ordering party for reference. Never alter these numbers as each one is unique.*

6. *"Date Submitted" - the date request is made.*

7. *"Ship To" - the person (teacher or designee) to whom the materials are to be sent and their address.*

8. *"APH Catalog Number and APH Catalog Price" - all tangible requests should appear in the APH tangible aids catalog and the number and price is helpful.*

9. "Quantity" - when requesting tangibles you may list quantity. Identical items do not have to be listed individually as on BOOK FORM.

10. "Name or Description" - an accurate catalog description of the item. If tests or other written material are requested, specify large type, braille, or inkprint in this space.

11. "For Office Use Only" - for FIMC use.

A Special Note: For persons who have been using the FIMC/VH services for a while, you are familiar with this form (pink-standard). If the requesting party desires a copy, it may be made by photocopy or carbon. A copy is not provided to you.

Important: If your order is for a child in a private school please specify PRIVATE SCHOOL on your order form. Separate Quota Accounts are maintained for these students.

After you Complete the Form - send the pink order form to FIMC/VH.

E. Back Orders and Referrals

It is not uncommon that the APHB or other commercial sources will have your request "back ordered". This means that there will most likely be an unusual delay - one that is beyond our control. If you are concerned about materials you have requested which are unusually delayed, write FIMC and reference your order number. We will provide you with an explanation.

If FIMC/VH is unable to provide you with your request for one reason or another, we will send a "Referral Form" explaining where you can obtain the item gratis or by utilizing your district funds.

F. Repair of Tangible Apparatus

For APHB issued braillewriters, tape recorders and other APHB repairable items which are in need of repair, follow this procedure.

1. Fill out a TANGIBLE APPARATUS MATERIALS ORDER FORM and specify under DESCRIPTION "repair of _____" carefully noting serial numbers of each item. Send this order form to FIMC/VH.

2. Carefully pack the item(s) in a solid mailing container or box.

3. Write a letter requesting an "estimate of repairs" and specifying your name and address and that the estimates are to be sent to FIMC/VH when complete.

4. Send the letter and item together to:
   The American Printing House for the Blind
   1839 Frankfort Avenue
   Louisville, Kentucky 40206

DO NOT SEND APPARATUS TO FIMC/VH!

After the estimate has been completed at APHB, they will send a statement to FIMC/VH. The statement will be authorized and returned to APHB and subsequently your equipment will be repaired and sent to you.

TANGIBLE APPARATUS CHECKOUT

Tangible apparatus which has a net value of $25.00 or more passes through the Center for cataloging (engraving) before being sent to the ordering party. Apparatus of less than $25.00 net value is sent directly from APHB or the Center to the ordering party without being cataloged.

Tangible apparatus which has been cataloged is checked out to the requestee for an extended loan. It is not necessary to renew this material annually, but periodic checks on the material through an inventory listing will be sent to the authorized designee annually. When this material is no longer needed by the district it should be sent back to the Center for check-in and subsequent re-use by another requestee. Please don't "stockpile" cataloged apparatus for which you have no immediate need. When the need arises the Center will be glad to re-supply.

Tangible aids which have not been cataloged (less than $25.00 value) are not to be returned unless the district so desires.

PROPERTY CONTROL

All material cataloged at the Center is the property of the State of Florida. In no case should a district apply property control numbers to books or equipment identified as property of the State of Florida and cataloged by FIMC/VH. These materials are not for the exclusive use of any one district, but are to be used in districts where needed as so determined by FIMC/VH.

CHECKOUT AND RENEWAL FOR BOOKS

When an order is received at the Center and the Editor determines that the request is housed in Center Stock the requested item is recorded and checked out to the ordering party. Loan periods cease on June 15 of the school year for which the material was requested. If a book is requested in March, 1974 for the 1974-75 school year, of course, it won't be due back at the Center until June 15, 1975.

If the party wishes to retain a book longer than this period, prior to the June 15 deadline, a letter must be submitted to the Center specifying catalog number, or catalog number and title and the period of extension not to exceed June 15 of the next year. In other words, written confirmation of renewal or return of the book is required annually.

FOR RENEWAL OF BOOKS - DO NOT SEND BOOKS TO FIMC/VH -

ONLY A WRITTEN REQUEST IS REQUIRED FOR RENEWAL

WHEN TO ORDER

It is strongly suggested that orders be placed well in advance. Orders received prior to June 1, preceding the school year for which the material is needed will usually be filled by school opening.

Since the Center can only fill about 30% of the requests from "Center Stock", it depends on various nationwide sources to fill your order. These sources are extremely busy during the summer months providing materials for their children as well as others. Therefore, the Center must wait for long periods of time for many completions. There is nothing which can be done at the Center to speed this procedure, but if you place your requests early in the summer, enough time will be allowed to provide the item "on time".

ORDER CLARIFICATIONS

Since the majority of requests are received at the Center during the summer months when many instructional personnel are on vacation, the requesting party should provide a contact address or another contact person who could clarify a question on an order. If clarification is delayed until the opening of school, the needed items will be delayed seriously.

MAILING

Braille, large print books, and educational aids for the visually handicapped may be sent free of charge. The container for such items should be clearly marked "FREE MATTER FOR THE BLIND". Such free shipments travel as fourth-class mail and should be sturdily wrapped and sealed.

FIMC/VH orders and correspondence may not be sent "Free Matter" and should have first class postage attached. Sending orders or correspondence as "Free Matter" is a violation of the privilege.

Regular inkprint books should be sent "book rate" or "library rate" and not "Free Matter".

FIMC/VH will provide you with mailing labels for returning items to the Center upon request.

FIMC/VH CATALOG PROCEDURES

The Center has developed a system for cataloging materials which has been used with all materials passing through the Center. Of most significance to the teacher is the catalog number placed inside each volume and engraved upon most tangible equipment. This series of numbers provides the Center with a precise description of the item for purposes of accession, location, checkout, recall, and use record.

An example of a catalog number would be 0475-1-02. The "0475" is a four digit number signifying the exact title information precisely through title, series title, author, publisher, copyright, and grade level. "0475" refers only to one copyright of a title, for instance, never two different ones. This four digit number is called the accession number.

In this case the "1" signifies that the particular book cited is a large print book. Media codes such as this progress from 0-braille, 1-large print, 2-recorded material, 3-short term loan (not in use presently), and 4-extended term tangible aids.

The last two figures "02" show that this is the second copy cataloged at the Center of title 0475 and in large print.

This information is important to the teacher in cases where information must be relayed to the Center about a book checked out. For instance if a teacher wanted to tell the Center that a book was to be renewed or was lost he or she could simply relate that 0475-1-02 was to be renewed for another year. This would alleviate the need for listing title, etc and would help Center personnel in fulfilling the precise wishes of the teacher. This is not to say that to list the title in addition to the catalog number is unimportant, however.

ACCOUNT AND ORDER INFORMATION

The Center oversees the expenditures in the Federal Quota Account and the State Textbook Account (Large Print). Although it is possible for districts to compute the funds generated by their registered children at the beginning of the year for the Quota, it is relatively impossible for them to determine expenditures charged to such funds. This is true because a request for APHB material many times can be filled from Center Stock with no expenditure or charge against an account. Therefore, the Exceptional Child Coordinator in a district may request an encumberance/expenditure statement from the Center. This can be obtained at any time by writing FIMC/VH.

Similarly, records and information regarding a district's checkout rate or equipment loan can be compiled at the request of the E.C.E. Director or Coordinator.

It is our feeling that if such information is needed by the Director for update or planning it should be made available and we will provide such information in any form desired.

REGISTRATION OF CHILDREN

All legally blind students meeting the following criteria should be registered with the American Printing House for the Blind for Federal Quota purposes:

> "Persons engaged in a formal educational program less than college level who are certified by a licensed physician as having a central visual acuity of 20/200 or less in the better eye after the best possible correction or a peripheral field so contracted that the widest diameter of such a field subtends an angular distance of no greater than 20 degrees."

Registration of such students helps Florida provide better services to the visually handicapped.

District school personnel will be responsible for contacting non-public schools within their districts and collecting pertinent information for registering legally blind students enrolled in non-public schools. It would be advisable to have current eye reports available early in the school year with all necessary data for reporting since students must be reported as to their placement the first Monday in January of each year.

For complete information regarding procedures write: Mrs. Hazel Hargrove, Vision Consultant, Bureau of Education for Exceptional Students, 319 Knott Building, Tallahassee, Florida 32304.

FLORIDA INSTRUCTIONAL MATERIALS CENTER FOR THE VISUALLY HANDICAPPED
707 EAST COLUMBUS DRIVE - TAMPA, FLORIDA 33602, PHONE (813) 223-5331

BOOK ORDER FORM

From County: _____ Your Reference # _____

Authorized Person: _____

Address: _____

_____ Phone: _____

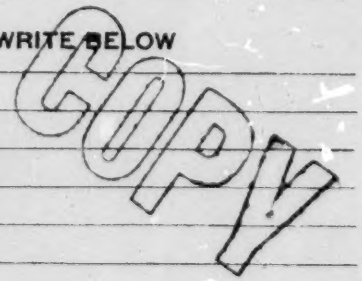
For Student (Name): _____

Ship To (Name): _____

Address: _____

_____ Zip _____

DO NOT WRITE BELOW



Book Title: _____

Series Title. _____

Author(s): _____

Publisher: _____

Copyright: _____ Will You Accept Alternate Copyright? _____

Subject: _____ Grade: _____

Book Needed From: _____ To: _____

MEDIUM REQUESTED

☐ (0) Braille ☐ (1) Large Type ☐ (2) Recording

If Book Is Not Available In Requested Medium, Will You Accept An Alternate Medium? ☐ No ☐ Yes

(Specify) _____

(Specify)

☐ Talking Book
☐ Cassette
☐ Reel
Speed _____
Tracks _____

Special Instructions: _____

Type Or Write With Ball Point Pen

IMPORTANT: Complete all information. Only ONE book per form. Keep last copy (Gold) for your files - Send first three to FIMC/VH.

STATE OF FLORIDA DEPARTMENT OF EDUCATION
FLORIDA INSTRUCTIONAL MATERIALS CENTER
FOR THE VISUALLY HANDICAPPED
707 E. Columbus Drive
Tampa, Florida 33602
(813) 223-5331

Director of Special Education

Authorized Person Making Request

Address

Telephone Number

Date Submitted _____
Ship to _____
School _____
Address _____
City _____ Zip _____

TANGIBLE APPARATUS MATERIALS

ORDER FORM

Note:
Orders will not be honored unless person making request appears on file at the Center.

For Office Use Only
Received _____
Acknowledged _____

APH CATALOG NUMBER	APH CATALOG PRICE	QUANTITY	NAME OR DESCRIPTION	SOURCE	DATE SENT

COPY